WORK STUDY

WORK EXPERIENCE PROGRAMS IN BRITISH COLUMBIA SECONDARY SCHOOLS 1982

HANDBOOK OF OPERATING INSTRUCTIONS FOR

WORK STUDY - WORK EXPERIENCE

PROGRAMS

IN

BRITISH COLUMBIA SECONDARY SCHOOLS

1982

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1.0 INTRODUCTION

1.1 Choosing a career stems from the earliest experiences in life, and one of the major problems facing a person is to find out what kind of work to do in this world. The average girl may anticipate about thirty years of employment, and boys, on the average, will work for about forty years. These facts support the importance of effective career guidance and sound career choices.

1.2 A primary purpose of our schools is assisting students to prepare for satisfying and successful employment. The increasing complexity and rapid change in our society and the world of work is demanding better educated citizens and employees. Most of our schools are unable to effectively simulate employment experience. A good way to assist students is to place them in the labour force under controlled conditions.

1.3 Whatever the world of the future, for the majority of people work of some kind will be necessary for the individual's psychological well-being and sense of identity. Therefore, it is imperative that students be given the opportunity to become aware of their potential and of the opportunities available to them in the world of work. Thus, it is the responsibility of the school to provide the necessary information, skill development, and career orientation counselling that will enable students to familiarize themselves with the career opportunities available to them and to plan their educational programs accordingly at various stages of schooling.

1.4 Work Study and Work Experience are terms used to describe complementary programs in which students participate in classroom activities related to the world of work and on-the-job activities while attending secondary school. The values of these programs are numerous. Students are given the opportunity to study and "sample" the working world, thus identifying the relevance of other educational methods. These programs recognize that worthwhile educational experiences can and do take place in environments other than the school environment. On-the-job activities can be more relevant to the student's personal and career goals than some experience provided in the classroom.

1.5 Through the Work Study-Work Experience programs the school is able to provide the students with access to the variety of equipment and expertise that exists in the community. The whole community becomes an arena in which students can explore and learn about the world of work.

1.6 The Work Study-Work Experience programs create a combination program between the school and the community. This collaborative liaison provides opportunities for students to discover their aptitudes and career interests in real work situations.

2.0 GOALS OF WORK STUDY-WORK EXPERIENCE PROGRAMS

2.1 The object of the students' efforts will be:

- 2.1.1 To relate in-school instruction to occupations in general.
- 2.1.2 To participate in meaningful work.
- 2.1.3 To explore career opportunities generally.
- 2.1.4 To prepare for a transition from school to the world of work.
- 2.1.5 To develop an understanding of positive attitudes for cooperating with others.
- 2.1.6 To explore occupational opportunities in the community by utilizing local resources.
- 2.1.7 To increase the awareness of job opportunities in the local community and of the basic qualifications to enter these occupations.
- 2.1.8 To develop a greater understanding of self and to increase perceptions of life/career possibilities.
- 2.1.9 To become aware of his or her potential.
- 2.1.10 To learn to assess career resource materials.

3.0 OBJECTIVES OF WORK STUDY-WORK EXPERIENCE PROGRAMS

3.1 It is expected that students will meet the goals of the program by:

- 3.1.1 Gaining an understanding of the importance of developing positive attitudes, acceptable work habits, good grooming, safety practices, and the need for self-discipline.
- 3.1.2 Learning about employer-employee relationships, the organization of the business community, the structure of unions, and the responsibilities of all levels of government.
- 3.1.3 Being exposed to a variety of occupational experiences, and by discovering and exploring values, interest and aptitudes.

3.1.4 Acquiring attitudes and skills to facilitate job entry upon leaving secondary school.

3.1.5 Developing the confidence to attain economic security and occupational satisfaction.

3.1.6 Experiencing supervised training in real work situations while at the same time continuing secondary school studies.

3.1.7 Gaining an increased measure of competence to confidently enter the world of work.

4.0 DEFINITIONS OF MAJOR TERMS RELATING TO WORK STUDY-WORK EXPERIENCE PROGRAMS

4.1 WORK STUDY-WORK EXPERIENCE PROGRAM: A broad term covering all types of program content in which students, under the supervision of the school, are involved in career studies, career choices and work-related activities while attending secondary school.

4.2 WORK STUDY-WORK EXPERIENCE COORDINATOR: A person employed by a School Board to direct, coordinate and supervise Work Study-Work Experience programs for the whole school district.

4.3 TEACHERS:

4.3.1 CAREER PREPARATION TEACHER - a qualified specialty teacher employed to teach an approved Career Preparation Program who may coordinate and supervise related work experience, complete necessary forms, documents and contracts as required. This person will work in cooperation with the Work Study-Work Experience Coordinator. Several different specialists may be identified as Career Preparation teachers in any one school.

4.3.2 WORK EXPERIENCE TEACHER - a teacher whose responsibilities are the coordination and supervision of work experience placements on behalf of a particular school. This teacher works in cooperation with the Work Study-Work Experience Coordinator by handling placements other than those in the Career Preparation Program.

4.4 WORK STUDY: Studies undertaken as an integral part of a planned school course or program which are under the supervision of the school counsellors and/or the Work Experience teachers, and/or Career Preparation teachers.

4.5 WORK EXPERIENCE: On-the-job activities undertaken by a student.

4.6 WORK STATION: The location where the student receives work experience related to his or her career development.

4.7 WORK SPONSOR: The individual at the work station directly responsible for the supervision of the student's work experience activities.

4.8 WORK PLAN: A written outline indicating what is to be learned by the student at the work station and what is to be taught in the school.

4.9 COORDINATION: The process of integrating the instructional, administrative and organizational activities of Work Study-Work Experience programs into a harmonious relationship and directing them toward a common purpose.

5.0 BENEFITS OF WORK STUDY-WORK EXPERIENCE PROGRAMS

5.1 For the Student:

- 5.1.1 Learns to assume responsibility.
- 5.1.2 Acquires good work habits and positive work attitudes.
- 5.1.3 Learns how to get along with fellow workers and employers.
- 5.1.4 Develops confidence and poise.
- 5.1.5 Develops an understanding and appreciation of the relationship between formal education and job success.
- 5.1.6 Explores the fields in which career interests lie and determines whether or not these fields are suitable.
- 5.1.7 Broadens understanding of the occupational world and of working conditions in the world of work.
- 5.1.8 Learns of available career information and how it should be used.

5.2 For the School:

- 5.2.1 Provides an opportunity to relate educational career training to job requirements.
- 5.2.2 Utilizes many community facilities and resources for training purposes thereby making it possible to provide training in fields that the school program could not otherwise serve.
- 5.2.3 Increases the ability to hold students for a longer period of time.
- 5.2.4 Provides assistance in career guidance.

5.2.5 Enables the school to keep abreast of developments in the business and industrial world.

5.2.6 Provides a direct avenue through which the school can meet community needs.

5.2.7 Develops good school-community relations.

5.3 For the Employer:

5.3.1 May provide an awareness of the work that school-trained young people can perform.

5.3.2 May provide carefully selected part-time helpers who may become permanent at a later date, should the opportunity arise.

5.3.3 May provide an opportunity to make a contribution to the youth of the community.

5.3.4 May improve staff motivation and work standards.

5.3.5 May provide an avenue by which the employer can have input into training provided by the school.

5.4 For the Community:

5.4.1 Enables local students to gain the skills and knowledge needed for employment in their own community.

5.4.2 Improves community-school relations as a result of cooperative effort and better understanding.

5.4.3 Helps to reduce the number of untrained and poorly adjusted young people who would otherwise become a burden to the community.

5.4.4 Enables a student to obtain a basic knowledge and understanding of the role of organized labour as practised in the community.

6.0 NECESSARY REQUIREMENTS TO ESTABLISH WORK STUDY-WORK EXPERIENCE PROGRAMS

6.1 For school districts proposing to offer Work Study-Work Experience programs, cooperation between the school and the community is necessary to ensure that:

6.1.1 The training is for the benefit of the student's education.

6.1.2 There is suitable work.

6.1.3 There is an employer who is willing to set up a work station.

6.1.4 There is supervision by the school and by the employer.

6.1.5 The training at the work station is related to one of the student's realistic career interests.

6.1.6 There is protection against injury and provision for compensation in case of accidents.

6.1.7 The student does not displace a regular employee but works under his/her supervision.

6.1.8 The student is not paid for that period of time spent in business or industry during which educational credit is being earned, except under special circumstances.

6.1.9 There is an understanding by the student that he or she should not expect a job at the conclusion of the work experience period.

6.2 Acceptance in principle by the School Board so that the administrative staff of the Board and the school may proceed to explore the criteria listed in 6.1.

6.3 A temporary advisory committee (consisting of community service minded people and educators) appointed by the Superintendent of Schools to seek answers to the following questions:

6.3.1 What support will a Work Study-Work Experience program receive from parents and the business community?

6.3.2 Is the philosophy compatible with that of the school trustees?

6.3.3 Is there strong support for such a program from the administration?

6.3.4 Will such a program have the support of the teachers?

6.3.5 Are sufficient students interested and anxious to participate?

6.3.6 What variety of occupations is available and what are the types and number of work stations that might be expected from within the community?

6.3.7 What are the costs involved?

6.4 Assignment of a person to administer and coordinate the program upon implementation.

6.5 An active community advisory committee to assist in the development and smooth functioning of the program. Functions of the advisory committee would include:

6.5.1 Assisting in obtaining the cooperation of management and labour.

6.5.2 Acting as liaison between the school and employers.

6.5.3 Assisting in locating work stations.

6.5.4 Providing a sounding board for new proposals.

6.5.5 Publicizing the program in the community.

6.6 Development of a policy which will provide both direction and consistency to the program after it has been approved by the School Board.

7.0 WORK STUDY - WORK EXPERIENCE LEGAL ASPECTS (1974)

7.1 School Act

Section 160 (e) states that the Board of a school district may:

> authorize for use in public schools in a school district a course of instruction designed to meet local occupational and other needs, including, in accordance with the regulations, work experience for pupils.

7.2 Workers' Compensation Act 1974 Amendments

Section 5 is amended by adding, after subsection (6), the following as subsection (7):

(7) Where a person or group of persons is engaged in a work study program, or any other program of self-improvement involving work, whether or not the person or group receives payment for the work, the *Board may

a) on the application of any employer or a program organizer, and upon such terms and conditions as the *Board may direct, by order, admit the person or group as being within the scope of this Part, and upon such admission, the person or group shall be deemed to be workers to whom this Part applies, and the *Board may levy assessments upon the employer or program organizer by such formula as the *Board may determine; or

b) with the approval of the Lieutenant-Governor in Council, deem any person or group engaged in such program to be workers of the Crown in right of the Province, upon such terms and conditions as the *Board may determine.

7.3 Employment Standards Act

THAT pursuant to Section 8 (1) (b) of the Employment Standards Act regulations, the Act does not apply to a student enrolled at a secondary school under the supervision of a local school authority in a school of Work Study, Work Experience or occupational study. Effective May 14, 1981.

Regulations Governing Work Study-Work Experience Program

136 Where a Board wishes to send students on a Work Study-Work Experience Education Program it shall obtain the approval of

a) the Minister of Education or person designated in writing by that minister; and

b) the Minister of Labour or person designated in writing by that minister.

137 Students participating in an authorized Work Study-Work Experience Education Program shall be 15 years of age or older.

138 For purposes of recording attendance, time spent by a student in a Work Study-Work Experience Education Program at work shall be considered the equivalent of attendance at school.

7.5 Further Notes on Workers' Compensation Act

Pursuant to the Workers' Compensation Act, and upon the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that

WHEREAS the Ministry of Education has initiated a Work Study-Work Experience Program for students of 15 years of age upwards who are on a program which has previously been sanctioned by the Ministry of Education and the Ministry of Labour:

APPROVAL BE GIVEN to the Workers' Compensation Board to deem students in such Work Study-Work Experience Programs to be workers of the Crown in right of the Province upon the following terms and conditions:

(1) medical aid is payable in all cases.

(2) the other compensation provided by the Act is payable in case of death or permanent disability and in case of temporary disability where the student suffers an actual loss of earnings by reason of the injury.

(3) reports of injury are to be made to the *Board by the Ministry of Education.

APPROVAL AND ORDERED 27 September 1974
By Order-in-Council 3147

* Workers' Compensation Board

8.0 MINISTRY OF LABOUR GUIDELINES RELATING TO WORK STUDY - WORK EXPERIENCE PROGRAM

8.1 Employment Standards Act (effective May 14, 1981).

Students participating in an approved Work Study/Work Experience Program are exempted from the provisions of the Employment Standards Act. (See 7.3)

8.2 Workers' Compensation Act (See Regulation made at Vancouver, 1st day of July, 1974, Section 5, Subsection 7). (See 7.2)

Students participating in an approved Work Study-Work Experience Program shall be regarded as employees of the Crown. The Province shall assume responsibility to cover all bona fide Work Study-Work Experience Program students with Workers' Compensation. This will provide compensation for personal harm due to accident that may come to the student during the time in which he is assigned to Work Study-Work Experience.

Employers shall be relieved of paying assessments to the Workers' Compensation Board for students, and, in case of accident, the costs shall not be charged to the employer's experience.

Any other protection deemed desirable may be obtained by the student, the School Board or the business employer.

8.3 Agreements

Every student must have a signed agreement with his/her employer before he/she can be considered for coverage under the Workers' Compensation Act. The agreement must include the days, hours and time that a student is expected to work. This agreement must be signed by all of the following: the student, the employer, a representative of the school, a parent or guardian if the student is under nineteen and, where applicable, a Union representative. A copy must be filed in the School Board office prior to placement on the job.

8.4 Unions (Regulation effective September 6, 1976).

Where a student participating in an approved Work Study-Work Experience Program is engaged in work normally done by a member of a certified Union, the School Board shall obtain prior approval of the Union(s) involved.

9.0 WORKERS' COMPENSATION AND STUDENTS IN THE WORK STUDY - WORK EXPERIENCE PROGRAM

9.1 Who is Covered?

All students aged 15 or more who are properly registered as participants in the Work Study-Work Experience Program are covered by Workers' Compensation legislation. The Agreement between the school and the Ministry of Education and Ministry of Labour should be properly signed and countersigned before the student starts work under the program, but no further notification is necessary for Workers' Compensation Board purposes.

9.2 When are Students Covered?

Properly signed contracts must be on file in the School Board offices. Students are covered by Workers' Compensation for the time they spend in workplaces on Work Experience assignments. They are not covered for classroom or shop work in their own school.

Students in workplaces under the Work Study-Work Experience program are "workers of the Crown". They are held to be the responsibility of the government for the purposes of Workers' Compensation coverage.

9.3 Types of Benefits Payable by Workers' Compensation Board

The Workers' Compensation Board may pay four types of benefits to students in the Work Study-Work Experience program:

- Medical payments - the cost of medical treatment.
- Temporary disability benefit - this would be payable only if the student did actually have a paid job and did lose earnings. The amount would be influenced by the amount of those earnings and by the degree of disability.
- Permanent disability benefits - these would be calculated on the basis of the probable earnings of the disabled person and would be keyed to the cost of living index. They would also be affected by the degree of disability.
- Death benefits - these would generally comprise funeral and incidental expenses.

9.4 When Workers' Compensation Board Reports must be made

All injuries, even slight ones, to students working under the Work Study-Work Experience Program, should be reported by the student. The student should give full details on how, where and when the injury occurred to the person who writes the reports for the Workers' Compensation Board.

A student is less likely to contract an industrial illness because the exposure would probably not be prolonged.

9.5 Reporting Procedures

An injury or industrial disease report should be filed promptly. The reporting form is headed "Employer's Report of Injury or Industrial Disease" (W.C.B. Form 7, see W.S.W.E. 3).

The Employer's Report should be completed and signed by the person in charge of the workplace and sent to the school.

The school Work Experience Coordinator initials or signs the form and sends it to the Coordinator, Career Programs, Ministry of Education, 7451 Elmbridge Way, Richmond, B. C., V6X 1B8, along with a copy of the agreement in effect when the accident occurred. Form 7 will then be countersigned by the person designated by the Minister of Education and forwarded to the Workers' Compensation Board for action.

If the injured student received first aid at the workplace, a "First Aid Report" (Workers' Compensation Board Form 7A), is completed by the person who gave first aid treatment and must accompany Form 7.

It is suggested that all schools with students in the Work Study-Work Experience program keep a stock of the Employer's Report (Form 7) and First Aid Report (Form 7A) forms. They are available through all offices of the Workers' Compensation Board.

Please direct any further queries to the nearest Workers' Compensation Board office.

Chilliwack
Suite 21,
8635 Young Rd., South
Telephone: 792-0751

Cranbrook
100 - 7th Avenue, South
Telephone: 426-6694

Courtenay
426 - 8th Street
Telephone: 338-5484

Fort St. John
9512 - 100th Street
Telephone: 785-8371

Kamloops
627 Victoria Street
Telephone: 374-5621

Nanaimo
420 Albert Street
Telephone: 754-4431

Nelson
327 Baker Street
Telephone: 352-2291

Penticton
257 Brunswick Street
Telephone: 493-2024

Prince George
299 Victoria Street
Telephone: 563-9264

Prince Rupert
222 - 3rd Avenue, West
Telephone: 624-6721

Terrace
4450 Lakelse Ave.
Telephone: 635-6536

Vancouver
5255 Heather Street
Telephone: 266-0211

Vernon
3306 - 32nd Avenue
Telephone: 545-4401

Victoria
320 Cook Street
Telephone: 381-2223

Williams Lake
302 - 383 Oliver Street
Telephone: 392-2376

10.0 WORK STUDY - WORK EXPERIENCE AGREEMENTS

10.1 Use of Agreements

In order to provide Workers' Compensation coverage, agreements are mandatory for all students participating in Work Experience. Work Experience is considered actual "hands-on" activity. This must be distinguished from job observation in which a student is present in a job situation for the purpose of academic observation and in which he/she does not work. It is possible, therefore, that students participating in courses such as Community Recreation and Child Care will require agreements, if they are involved in more than just observation, while students in Work Study or Career Preparation courses will not, if placed solely for the purpose of observation.

10.2 Signing Authority

It is apparent in some districts that the delegation of sole signing authority to classroom teachers is detrimental to a well coordinated district program. In the interest of effective coordination and efficient record-keeping, the question of signing authority must be reviewed by senior district personnel and district policy formulated.

10.3 Sample Agreement

Form W.S.W.E. 2 is a sample of the agreement. Please note that this is a sample only. The content and format are not prescribed by the Ministry of Education, although the intent is to convey the essentials of Workers' Compensation coverage. All districts are advised to obtain legal advice regarding the specific content of their agreements.

11.0 MINISTRY OF EDUCATION GUIDELINES

11.1 The School Board must first approve the proposed program.

11.2 Application for approval of the school district's program must be made annually. See Form W.S.W.E. 1.

11.3 The application must be approved jointly by designated representatives of the Ministry of Education and the Ministry of Labour. See 7.4.

11.4 The application (Contract) between the School Board (schools) and the Ministries of Education and Labour must be properly signed and countersigned before the student starts work under the program. See 9.1 and W.S.W.E. 1.

11.5 At least one Work Experience teacher or Work Experience Coordinator in each participating school.

11.6 The student shall not be paid for that period of time spent in business or industry during which educational credit is being earned, except under special circumstances.

11.7 The student shall not displace a regular employee but will work under the close supervision of the employer and the Work Experience teacher.

11.8 It shall be understood by the student that he or she is not entitled to a job at the conclusion of the training period.

11.9 No student will spend more than 20 consecutive work days at one work station.

11.10 The school must provide a suitable portion of class time for job preparation, orientation and consolidation as part of the program. A minimum of 12 hours is recommended.

11.11 The school must have a regular evaluation of its Work Study-Work Experience Program. See 11.18.

11.12 The Work Experience working hours are restricted to the normally recognized working hours of the business , as recognized by the Labour Relations Act. The exemption from minimum wage and workers' compensation coverage by W.C.B. will apply only during these hours.

11.13 The school must have parent or guardian approval in writing before a student under the age of majority can be enrolled in the program. See Form W.S.W.E. 2.

11.14 Wherever it is at all possible, work experience should take place outside of the school attended by the student. Work Experience in the school itself is not recommended; however, if permitted, it should be limited to work in a school different from the one attended by the student.

11.15 There must be a written agreement between the student and the employer which must be signed by the parent or guardian and an authorized representative of the School Board (usually the Principal of the school). The Work Experience teacher and, where applicable, the union representative must also sign the agreement. See Form W.S.W.E. 2.

11.16 Work Experience is for all students 15 years of age or older who desire this experience and who in the opinion of the school personnel can benefit from exposure to the world of work. Each school district should set their own priorities consistent with its own needs and experiences.

11.17 Students enrolled in Career Preparation Programs are subject to the special Work Study-Work Experience criteria for these programs.

11.18 In the interests of the program and the student, it is essential that good judgement be used when matching the student with a work station.

11.19 A condition of the approval to offer the Work Study-Work Experience program is that the school will make an annual report of the program in written form to the School Board. These reports should be available, upon request, to external agencies.

12.0 WORK STUDY - WORK EXPERIENCE PROGRAM ORGANIZATION

12.1 School District Work Study-Work Experience Coordinator

This person is the key person in the total program and to a large extent is responsible for its success. The coordinator should be concerned with all aspects of the program conducted within the schools, as well as the activities between the schools and employers. In addition, this person should have administrative skills, be competent in counselling and supervising, and must have experience as a teacher. He or she must be able to maintain a good relationship with employers and be able to work with educational and industrial leaders in order to gain their support and cooperation. It is desirable that the person selected should have experience in business or industry.

12.2 Coordinator's Duties:

12.2.1 Preparing all documents for the organization and smooth operation of the program.

12.2.2 Advising everyone actively concerned regarding the legal implications related to the program.

12.2.3 Conducting public relations directed towards students, teachers, parents, employers and the community.

12.2.4 Organizing and conducting in-school sessions on Work Study-Work Experience and related follow-up.

12.2.5 Consulting with Work Experience teachers, Career Preparation teachers, counsellors and CHOICES specialists concerning career goals.

12.2.6 Initiating and maintaining work stations.

12.2.7 Conferring with students, Work Experience teachers, Career Preparation teachers, parents and counsellors to determine the success of the program.

12.2.8 Evaluating work stations in cooperation with Work Experience teachers and Career Preparation teachers.

12.2.9 Representing the Superintendent of Schools at the meetings of the district advisory committee.

12.2.10 Preparing the annual report on the program for the Superintendent of Schools to present to the School Board.

12.3 Career Preparation and Work Experience Teachers:

The assignment of carefully selected individuals to these positions is the key to the success of Work Experience. There should be at least one person, no matter what the size of the school, who is responsible for the school Work Experience. This teacher is responsible to the Principal and works in cooperation with the school district Work Study-Work Experience Coordinator. The purpose of working with the District Coordinator is to maintain consistency in policy, to prevent duplication, and to avoid a conflict of interest; e.g. canvassing for work stations could be embarrassing if each school acted independently. The Career Preparation teacher shall possess approved business or industrial qualifications and be teaching the school course related to the Work Experience.

12.3.1 In a small school district the school Work Experience teacher may also act as the district Work Study-Work Experience Coordinator.

12.3.2 The Work Experience teacher is responsible for:

a) selecting and approving students and if necessary, consulting with counsellors/principals.

b) giving in-school instruction and orientation prior to student placement.

c) supervising placements.

d) completion of required documents.

12.4 Career Preparation and Work Experience Teacher's Duties:

The Career Preparation teacher shall possess approved business or industrial qualifications and be teaching the school course related to the Work Experience.

12.4.1 Referring students to approved employers for assignment in work stations.

12.4.2 Supervising the student's on-the-job activities in cooperation with the Work Sponsor.

12.4.3 Evaluating the student's performance in consultation with the Work Sponsor.

12.4.4 Ensuring that the specialty work undertaken at the work station is compatible with the student's in-school work, particularly in the area of safety.

12.4.5 Suggesting revision of in-school curriculum to keep abreast of business and industrial development.

12.4.6 Selecting and approving students, in cooperation with the Principal and in-school staff, to take Work Experience as an integral part of their school course.

12.4.7 Completing the appropriate documents according to district and Ministry of Education policy.

12.5 Organization

Unnecessary paper work should be avoided, and an efficient management system should be implemented by the District Coordinator. By using a meaningful set of simple forms designed to facilitate the program, many of the functions may be handled by the regular district and school staff. Sample forms are found in the Appendix of this document. These forms, in most cases, may be modified for local convenience. Completing forms is time consuming, and the Coordinator, when developing district policy, should use good judgement in designing simple, effective questions and answers.

12.6 Work Stations

12.6.1 The Coordinator must take advantage of means and opportunities to establish approved work stations. Local service clubs, temporary committees and the advisory committee can be excellent contacts for locating reliable work stations. The Coordinator must make direct contact with the employer, explain the program, and outline the benefits for the student, the employer and the community.

12.6.2 In evaluating the work station, the Coordinator must consider the suitability of the employer and the learning environment. Other factors to be considered are:

- location of the work station in relation to the school site.
- the employer's reputation in the community.
- the attitude of the employer towards the work and the student.
- employer-employee relationships.
- if it is a union shop, the special requirements regarding the particular union agreement.
- the available knowledge and skill to sufficiently challenge the student's career interests and abilities.
- working conditions -- are they such that they will not endanger the health or welfare of the student?
- record keeping -- is the employer prepared to maintain accurate records of the student's on-the-job performance?

12.6.3 Prospective employers must be thoroughly briefed on program procedures, and the Coordinator should provide the following information and necessary documents:

- hours of work

- student's qualifications
- applicable W. C. B. regulations
- details of insurance coverage
- minimum wage regulations
- agreement forms
- reporting forms
- evaluation check lists

12.7 Related In-School Instruction

In-school instruction is essential for all students who are involved in Work Experience. Much of this material may be taught under the heading of Work Study, such as: applying for a job, simulated interviews, writing a curriculum vitae, human relations, consumer education, attitude, personal discipline, and CHOICES. Those involved in Work Experience closely related to business or industry will be enrolled in similar school courses taught by a specialist. The specialist, most likely the Work Experience or Career Preparation teacher, will teach the related in-school work, and in this case the teacher will dovetail in-school content to work station content.

APPENDIX

List of Sample Forms

W.S.W.E.	1	Work Study-Work Experience Approval
W.S.W.E.	2	Work Study-Work Experience Agreement
W.S.W.E.	3	W. C. B. Claim
W.S.W.E.	4	Community Survey
W.S.W.E.	5	Training Station Evaluation
W.S.W.E.	6	Training Station Data Card
W.S.W.E.	7	Weekly Activity Report
W.S.W.E.	8	Employer's Evaluation of Student
W.S.W.E.	9	Follow-up Form
W.S.W.E.	10	Letter of Appreciation
W.S.W.E.	11	Permanent Record of Coordinator's or Work Experience Teacher's Visits
W.S.W.E.	12	Work Experience Class List
W.S.W.E.	13	Student Posting Slip
W.S.W.E.	14	Letter of Introduction
W.S.W.E.	15	Medical Record

Form W.S.W.E. 1
S A M P L E

APPLICATION FOR APPROVAL TO CONDUCT A WORK STUDY-WORK EXPERIENCE PROGRAM IN BRITISH COLUMBIA SECONDARY SCHOOLS SCHOOL YEAR 19__

School District No. _____ Application Date _____

School District Name _____

The Board of School Trustees of School District No. ____ hereby makes application to conduct a program subject to the Guidelines for Work Study-Work Experience Program.

In making application for this approval, the School District staff is aware that the signature of the Superintendent indicates that:

(a) each program is authorized by the School District;
(b) supervision from the employer and local School District staff is assured;
(c) hours and conditions are regulated;
(d) a standard agreement is signed by parent or guardian, employer, student, and School District representative, setting out conditions for the Work Study-Work Experience;
(e) where applicable, prior approval is obtained from an authorized Union representative;
(f) a copy of each Agreement will be placed on file in the School Board office prior to the Work Experience;
(g) students do not displace a regular employee, but work under close supervision;
(h) students are not paid for that period of time spent in business or industry during which educational credit is being earned, except under special circumstances.

1. Number of schools in your District offering the program: _____

2. Name and position of District personnel responsible:

_____ _____

_____ _____

_____ _____

_____ _____

3. Number of students participating (anticipated): _____

Signature of the Superintendent

_____

Approved by:

_____ _____
for the Ministry of Education for the Ministry of Labour

_____
Date of Approval

This application must be submitted in quadruplicate to Career Programs (Schools), Ministry of Education, 7451 Elmbridge Way, Richmond, B. C. V6X 1B8

Form W. S. W. E. 2
SAMPLE AGREEMENT USED BY
S.D. # 61

WORK STUDY — WORK EXPERIENCE EDUCATION PROGRAMME AGREEMENT

PARTIES TO THE AGREEMENT: (Press firmly to make four copies)

_____ of _____ Phone _____
name of student worker — address of student worker

_____ of _____ Phone _____
name of business supervisor — address of business

_____ of _____ Phone _____
name of parent or guardian — address of parent or guardian

_____ of _____ Phone _____
name of parent or guardian — address of parent or guardian

The Board of Trustees School District No. 61 (Greater Victoria) Phone 592-1211

1. **EMPLOYMENT:** The student worker agrees to enter the employ of the employer and the employer agrees to employ and supervise the student worker.
2. **DUTIES:** The student worker agrees to perform for the employer the duties included in the job description as determined from time to time by the employer, in consultation with the School District representative.
3. **SUPERVISION:** During the hours of employment herein set forth the student shall be under the direct supervision and control of the employer, provided however, the employer shall at all times permit the Board or its representatives access to the employment site and the student.
4. **WORK STUDY-WORK EXPERIENCE EVALUATION:** The employer shall at the request of the Board or its representatives evaluate the student in the performance of his duties hereunder and report such evaluation on a form from time to time provided to the employer by the Board.
5. **WORKERS' COMPENSATION:** Workers' Compensation Board Act Regulation Section 5 (7), made the 1st day of July, 1974 by virtue of approval of the Executive Council, deems a student worker to be a worker of the Government of the Province of British Columbia.
6. **REMUNERATION:** The employer shall not be obligated to remunerate the student for the services performed by the student pursuant to this agreement.
7. **BOARD'S OBLIGATIONS:** It is agreed that, having arranged work experience for the student worker as herein set out, the Board's only other obligation is to maintain contact with the student worker and the employer to such extent as to the Board seems adequate or feasible and the Board shall not be liable for any damage or other claim arising out of any act or omission of any other party to this agreement.
8. **INDEMNITY:** In consideration of the Board having arranged for the Work Study - Work Experience Education Programme, the undersigned parents or guardians agree, jointly and severally, with the Board to save harmless and indemnify the Board with respect to any damages or costs incurred by the said parent or guardian occurring or allegedly occurring to the parent, guardian or student worker in connection with the aforesaid employment.
9. **TERMINATION:** Any party to this agreement may terminate it by giving notice of termination to the other parties at the addresses shown in the agreement
10. **EMPLOYEE TENURE:** The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer nor the employers hiring practice with regard to employees full or part-time.
11. **INSURANCE:** The Board maintains insurance with respect to its liability and that of the student workers under this program. The employer has the right to inspect the policy of insurance from time to time in effect.
12. **EXCEPTION:** In the event the student shall be employed by the employer outside the scope of this agreement the student shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.
13. **MINIMUM AGE:** The undersigned parents or guardians hereby represent that the student worker at the date of this Agreement below was of the full age of 15 years.
14. **DATES OF WORK EXPERIENCE** _____ **HOURS.** _____

_____ Signature of the employer

_____ Signature of the student worker

_____ Teacher/Counsellor responsible for program

_____ Signature of parent or guardian

_____ Name of school

_____ Name of Union if Applicable

_____ Signature of Union Representative if Applicable

_____ Signature of Principal

_____ School Phone Number

DATED AT _____ , 19 ____

NOTE: By Order-in-Council 3147 (September 27, 1974) the students, for the purposes of the Workers' Compensation Act, have been deemed to be workers of the Crown. Students enrolled in programmes authorized by the Ministries of Labour and Education have been exempted from the provisions of the Employment Standards Act. (May 14, 1981)

Distribution of completed Agreement:

White copy is retained by the employer. Canary copy is retained by the school. Pink copy is retained the by the student. Goldenrod copy mailed to Career Education, Pupil Service, S.D. 61, Box 700, Victoria, B.C. V8W 2R1

Form W.S.W.E. 3
SAMPLE

Employer's Report of Injury or Industrial Disease

WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA
OFFICE COVERING WORKER'S HOME AREA

Claim No. | Firm No. | Loc. | Class & Sub | Coded by

ANSWER ALL QUESTIONS. SIGN AND MAIL TO BOARD OFFICE COVERING WORKER'S HOME AREA. USE INK OR TYPEWRITER, NOT PENCIL. USE REVERSE OF FORM OR SEPARATE LETTER IF NECESSARY. THE ACT REQUIRES THAT AN EMPLOYER COMPLETE AND SUBMIT A REPORT WITHIN 3 DAYS. FAILURE TO DO SO IS AN OFFENCE AND MAY RESULT IN THE EMPLOYER BEING CHARGED WITH PART OF THE COST OF THE CLAIM.

Employer's Name (As registered with the Board)

Mailing Address

City Postal Code

Location of plant or project where injury occurred

Type of business Telephone No.

Mr. Mrs. Miss Worker's last name

First name(s)

Mailing Address

Street & No. City Postal Code

Date of Birth Mo. Day Year | Social Ins. Number | Telephone Number

Occupation | Marital Status Single..... Married..... Other.....

1. Date and time of injury
19 ,at A.M./P.M.
OR period of exposure resulting in industrial disease
FROM 19 ,TO 19

2. Injury was first reported to employer on
19 , at A.M./P.M.

3. Describe fully what happened to cause the injury and mention all contributing factors: description of machinery, weight and size of objects involved, etc.
OR in cases of industrial disease, describe fully how exposure occurred, mentioning any gases, vapours, dusts, chemicals, radiation, noise, source of infection or other causes.

4. State ALL injuries reported, indicating right or left if applicable.

5. Did the injury occur on your premises? ☐YES ☐NO
If NO, explain giving exact location.

6. How long has worker been employed by you? ..... How long at this particular job? .....

7. Do you expect the worker to be off work beyond the day of injury? ☐YES ☐NO
If YES, complete questions 18-28 below.

18. Worker's gross earnings at time of injury,
per day $..... per week $..... per month $.....

19. If free room and/or meals are supplied in addition to above earnings, indicate daily value $.....

20. Do these earnings include rental of equipment? ☐YES ☐NO
If YES, specify.

21. Will any payment be made by your firm for period of disability? ☐YES ☐NO
If YES, specify.

22. Worker's gross earnings with you prior to injury for the last:
3 mos. $..... 12 mos. $.....

23. Duration of layoff, if any, from sickness or injury during these periods:
3 mos..... 12 mos.....

Date: TITLE:

8. Were worker's actions at time of injury for the purpose of your business? ☐YES ☐NO
If NO, explain.

9. Were they part of employee's regular work? ☐YES ☐NO
If NO, explain

10. Do you have any reason to feel that injury did not occur as stated? ☐YES ☐NO
If YES, explain.

11. Were there any witnesses? ☐YES ☐NO
Do witnesses, if interviewed, confirm worker's statement? ☐YES ☐NO

12. Did worker receive first aid? ☐YES ☐NO
If YES, attach form 7A

13. Is worker a relative of employer or a partner or principal in firm? ☐YES ☐NO
If YES, specify.

14. Was any person not in your employ to blame for this injury? ☐YES ☐NO
If YES, give details and name and address of such person.

15. Are you aware of any previous pain or disability in the area of the worker's present injury? If YES, explain. ☐YES ☐NO

16. Are you aware of any defect or disability of the worker prior to the injury (lost finger, blind eye, deafness, etc.) ☐YES ☐NO
If YES, specify.

17. Did worker attend a physician or qualified practitioner? ☐YES ☐NO
If YES, name and address, if known.

24. Date and time last worked
19 ,at A.M./P.M.

25. Is employee working now? ☐YES ☐NO
If YES, specify date and time of return to work.
19 ,at A.M./P.M.

26. Show normal working week by entering hours worked each day.

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.

27. Enter normal working hours on day of layoff.
From A.M./P.M. to A.M./P.M.

28. Wages paid on day of layoff.
$.....

SIGNED BY:

SIGN HERE

FORM 7
REVISED 1976

Form W.S.W.E. 4
SAMPLE

SCHOOL LETTERHEAD STATIONERY

COMMUNITY SURVEY

TO BE COMPLETED BY EMPLOYERS

PLEASE PRINT:

_____
Name of Business

_____
Address Phone

_____
Employer's Name Title

I. Do you have difficulty in obtaining trained personnel?

Yes _____ No _____

II Do you have openings for trained personnel: (Indicate number)

Part-time employees? Yes _____ No _____

Full-time employees? Yes _____ No _____

III. Would you employ trained secondary school graduates?

A. Yes _____ Possibly _____ No _____ (list actual comments on reverse side with any special employment factors).

B. Number of Students:

Male _____ Female _____

C. Types of jobs available

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

IV. Will you have future need for trained career minded people?

Yes _____ No _____

If so, indicate the number required:

	Part-time	Full-time	Male	Female
Office Positions	_____	_____	_____	_____
Sales Positions	_____	_____	_____	_____
Technicians	_____	_____	_____	_____
Repairmen	_____	_____	_____	_____
Craftsmen	_____	_____	_____	_____

V. Are you willing to participate in Work Experience?

Yes _____ No _____

SCHOOL LETTERHEAD STATIONERY
TRAINING STATION EVALUATION
TO BE COMPLETED BY COORDINATOR

PLEASE PRINT:

Training Station: _____

Location: _____

Training Sponsor: _____

Rate the following:

I. Training Station

A. Working conditions: _____

_____

B. Atmosphere: _____

_____

C. Respectability in community: _____

_____

D. Hours of work: _____

_____

E. Attitude and appearance of employees: _____

_____

F. Accessibility to school: _____

_____

General Comments: _____

_____

_____

II. General Aspects

A. Location in community: _____

_____

B. Special requirements for hiring: _____

_____

C. Special training offered by business: _____

_____

D. Hours firm is open: _____

_____

E. Special training needed: _____

_____

F. Preference for male of female employees: _____

_____

G. Preference for college or high school student: _____

_____

(cont'd.)

Your evaluation of training station; include strengths and weaknesses:

_____

_____

_____

III. Would you place a W.E. student in this station? Give reasons.

_____

_____

_____

_____

_____

_____

Form W.S.W.E. 6
S A M P L E

SCHOOL LETTERHEAD STATIONERY
TRAINING STATION DATA CARD

PLEASE PRINT:

I. Company Name: _____ Phone: _____

Address: _____ Date: _____

II. Person to Whom Student Reports: _____

Job Title _____ Number of Students Desired: ___

Male _____ Female _____

III. Activities to be Observed:

RECOMMENDED HOURS OF OBSERVATION

_____ From _____ P.M. To _____ P.M.

_____ 1 week _____ 3 weeks _____

_____ 2 weeks _____ Other _____

_____

IV. Type of Student Desired (Scholastic Background, Interests, Abilities, Etc.)

_____

_____

_____

V. Special Instructions (Clothing, Etc.)

_____

_____

_____

_____

_____

_____

_____

Form W.S.W.E. 7
S A M P L E

WORK EXPERIENCE
WEEKLY ACTIVITY REPORT

I. Student Number_____ Date_____

Student Name_____

Location of Training Station_____

Name of Organization_____

Course or Specialty_____

Period_____ Sex_____ Age_____

II.

Day	Hours Worked		Total Hours Worked
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
*Total Hours Worked:			

* Total hours worked should equal total hours of activity.

Activity	Estimated hours in Each Activity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
*Total Hours:	

IV. Student's Comment:_____

_____

_____

Signature of Student:_____

V. Employer's Comment:_____

_____

_____

Signature of Employer:_____

Form W.S.W.E. 8
S A M P L E

WORK EXPERIENCE EDUCATION PROGRAM
EMPLOYER'S EVALUATION OF STUDENT

Student's name _____ Date _____

Company _____ Supervisor _____

Your constructive criticism enables us to help the students gain maximum benefit from work experience. Please circle the following traits as;
(0) Not applicable (1) Poor (2) Satisfactory (3) Good (4) Excellent

1.	Personal grooming and appearance	0	1	2	3	4
2.	Courtesy - ability to meet the public	0	1	2	3	4
3.	Responsibility/Accountable	0	1	2	3	4
4.	Temperament/Personality	0	1	2	3	4
5.	Initiative	0	1	2	3	4
6.	General attitude toward work	0	1	2	3	4
7.	Adaptable - adjusts to new situations	0	1	2	3	4
8.	Enthusiasm and interest	0	1	2	3	4
9.	Accuracy - ability to follow instructions	0	1	2	3	4
10.	Accepts constructive criticism	0	1	2	3	4
11.	Punctuality - including breaks	0	1	2	3	4
12.	Dependability/Reliable	0	1	2	3	4
13.	Communication - written/typed	0	1	2	3	4
14.	Knowledge of job	0	1	2	3	4
15.	Ability to get along with others	0	1	2	3	4
16.	Communication - oral	0	1	2	3	4

NO/POSSIBLY/YES

17. Would you consider this student for future employment? _____

18. Do you think your business field would be appropriate for this student? _____

Please use reverse side to add any specific recommendations you have for this student trainee's work in the future or for the work experience program as a whole.

SIGNATURE OF PERSON REPORTING _____

Please return this report to the school indicated at the lower right corner of the Agreement document.

SCHOOL LETTERHEAD STATIONERY
FOLLOW-UP FORM

TO BE COMPLETED BY EX-STUDENTS

The Work Study - Work Experience Department is conducting a survey in order to find out how former students are occupied since leaving secondary school. Information obtained should enable improvements in instruction, placement, coordination, and counselling services. We would appreciate any suggestions you may care to offer.

Please fill out this form and mail promptly in the self-addressed stamped envelope attached. Remember your help is needed to help others.

Thank you for your cooperation.

PLEASE PRINT:

Name _____
Last first middle or maiden

Home address _____

Phone No. _____ Married? yes _____ no _____

Have you attended college? _____ Trade school? _____

Nursing school? _____ Business school? _____ Other type? ____

Number months attended _____ Course completed _____

Dropped out? _____ Still attending? _____

Name of school or college (checked above) _____

Employed? yes _____ no _____ full-time _____ part-time _____

Occupational title _____

Name of firm or employer _____

SCHOOL LETTERHEAD STATIONERY

LETTER OF APPRECIATION TO TRAINING SPONSOR

Dear

On behalf of (name of school) and students, I would like to thank you for your participation in Work Experience during the past school year. The learning process you have provided is very much appreciated and should prove invaluable to the participating student(s) in the years to come. Your full cooperation as a training sponsor has been an asset to both the school and the community. The key to the success of this program is the voluntary support given by the employers.

Once again I would like to thank you for your cooperation, and I look forward to a continuing association in the future.

Yours very truly,

_____
Work Experience Teacher

_____
Work Study-Work Experience Coordinator
School District No. ( )

NOTE: School districts may wish to develop a scrolled certificate.

SCHOOL LETTERHEAD STATIONERY

PERMANENT RECORD OF COORDINATOR'S OR WORK EXPERIENCE TEACHER'S VISITS

PLEASE PRINT:

I. Student's Name_____ Class_____

Employer _____ Occupation_____

Date _____ Report _____

CHECKLIST FOR COORDINATOR OR WORK EXPERIENCE TEACHER

II. Quality of Work _____ General Remarks

Knowledge of Work_____

Initiative_____

Cooperation_____

Attitude_____

Responsibility_____

POINTS OBSERVED BY COORDINATOR OR WORK EXPERIENCE TEACHER VISITING STUDENT

III. Training Station_____Training Sponsor_____

Coordinator's or Work Experience Teacher's comments:

A. Conditions surrounding the training station_____

B. Hazardous conditions_____

C. Attitude of employees toward Coordinator, Work Experience Teacher

_____

_____

D. Specific Work of student_____

E. Immediate or current subject matter needed_____

F. Personal appearance of student_____

G. Student's interest in the work being done_____

H. Employer's apparent interest in student and his/her progress

_____

Form W.S.W.E. 12
S A M P L E

WORK EXPERIENCE CLASS LIST

SCHOOL: _____ WORK EXPERIENCE TEACHER _____ YEAR: _____

TELEPHONE: _____

NAME OF STUDENT	TRAINING STATION	TRAINING SPONSOR	ADDRESS	PHONE	DATES

Form W.S.W.E. 13
S A M P L E

SCHOOL LETTERHEAD STATIONERY
STUDENT POSTING SLIP

PLEASE PRINT:

TO: Parent or Guardian Date _____

This is to inform you that _____
Name of Student

of _____ enrolled in work experience, is
Name of school

assigned to _____ at _____
Name of firm Address of firm

for exposure in the _____
field(s)/departments

This student shall report to _____
Name of firm and title

for work experience for the period _____ to _____

_____

_____

IN CASE OF ABSENCE:

This student is to notify:

1. _____ at _____ _____
School official School Telephone

2. _____ at _____ _____
Representative Organization Telephone

_____

SPECIAL INSTRUCTIONS _____

_____

_____
Coordinator or Work Experience
Teacher.

Form W.S.W.E. 14
S A M P L E

SCHOOL LETTERHEAD STATIONERY
LETTER OF INTRODUCTION

PLEASE PRINT:

THIS WILL INTRODUCE YOU TO _____

Age _____ Phone Number _____

This student attends _____ Phone Number _____

address _____

WHILE ON WORK EXPERIENCE WITH YOUR COMPANY THE STUDENT IS:

I. Insured by the _____
Name of School Board

II. Responsible to the School for his/her behavior, punctuality, attendance, attitudes and general performance.

III. Not expecting remuneration.

IV. Required to inform YOU and the SCHOOL if on any day he/she is unable to report for work.

IF THE STUDENT RECEIVES INJURY, TELEPHONE IMMEDIATELY TO _____

_____

PLEASE REPORT TO THE SCHOOL IMMEDIATELY IF THE STUDENT:

A. Is absent from work;

B. Disobeys or ignores company rules or regulations;

C. Is not desired as a work experience participant.

Form W.S.W.E. 15
S A M P L E

SCHOOL LETTERHEAD STATIONERY
MEDICAL RECORD (CONFIDENTIAL)

PLEASE PRINT

I. Name _____ Date _____

Student Number _____

Present Address _____

Phone Number _____

Age _____ Birthday _____ Height _____
Day Month Year

Weight _____ Male _____ Female _____

II. B. C. Medical Identity Number _____

Name of Family Doctor _____

Address of Family Doctor _____

Phone Number of Family Doctor _____

III. Father's Name _____

Address Same as Above __ or _____

Father's Phone Number at Home _____ At Work _____

Mother's Name _____

Address Same as Above __ or _____

Mother's Phone Number at Home _____ At Work _____

IV. Are you an epileptic? _____ Hemophiliac? _____

Do you have black outs? _____ Sugar Diabetes? _____

Briefly describe any defects in sight, hearing, speech, or other physical impairment.

_____

V. Give details of any illness, accidents, or operations within the last five years.

_____

_____
Signature of Student